

## Section 6.4 FUNCTIONS MENU

### Data Collection/Employee Data Collection

#### Activity Entry Tab

Purpose	This section provides the procedures for <b>Timekeepers</b> and <b>Employees</b> to enter activity information by using the <b>Activity</b> tab. The Activity tab allows for the entry of hours or other units of measure applicable to a specific activity for tracking or reporting purposes.
Tabs	Activity
Reminders	<ol style="list-style-type: none"> <li>1. The Activity tab is accessed through the Functions, Data Collection, or Employee Data Collection items on the menu bar. If this tab is inactive, activity data may not be entered.</li> <li>2. Activity data may be entered at a unit and detail level. The Unit Entry bottom tab is automatically activated when the Activity tab is clicked. If more detail is required, click on the Detail Entry bottom tab.</li> <li>3. Information may be copied from one employee or pay period to another by using the Copy From button. However, this must be done under the Selection Tab (<i>see Section 6.2</i>) <u>before</u> entry of time. Only the entire pay period may be copied; data for only specific days cannot be copied.\</li> <li>4. Coding blocks and/or hours may be copied from the Time Tab window to the Activity window by using the Copy Time bottom button. The Copy Time Tab consists of a window that displays a list of Current Timesheet Coding Blocks for the selected employee and a window of Current Timesheet Hours Types-PP Totals. A user may highlight coding blocks and/or hours, select an Activity and click OK. The data will then be copied to the Activity window. This function may be enabled or disabled under <u>Options</u>, <u>TKU Options</u>, <u>TA Options Tab</u> (<i>see Section 5.2</i>). The Copy Time Tab is activated when the Activity Tab is selected. If the tab does not activate, then the function has not been enabled for the selected TKU.</li> </ol> <p><i>Continued</i></p>

**Activity Entry Tab**

Reminders (Continued)	<ol style="list-style-type: none"><li>5. Changes to Activity data must be done <u>prior</u> to submitting time. However, if time has been submitted and a change is necessary, an employee may change their own time if it has <b>NOT</b> been approved yet and they have the proper security. Otherwise, the timekeeper must change it for them. Activity data may be changed by clicking on the Modify button. An agency must grant security to the employee or timekeeper to make changes. If the Modify button is inactive, it cannot be used.</li><li>6. Activity does not have a Release process like timesheets. Activity is automatically sent to the Management Information Database (MIDB) on a <b>weekly</b> basis when it has reached the end of the approval path. If approval is not required, then it is released when submitted. This includes activity detail that may have been sent previously and later modified.</li><li>7. There is no “default” coding block in Activity like there is for time. However, the <b>NO CB</b> field is automatically set with a check indicating a Coding Block is <b>not</b> required. To keep track of where Activity was used, a user may enter a Coding Block or create different Multipurpose Codes.</li><li>8. Codes that are entered in the Activity Entry window (i.e., activity code, location code) will automatically highlight if they are invalid. Codes are valid only if they are included in the dropdown list for that field.</li><li>9. For explanation of errors associated with the Activity tab <i>see Section 2.3.</i></li></ol>
References	<i>No Specific References</i>

**Activity Tab (Unit Entry Bottom Tab)**

The following window is displayed when the selection criteria information has been entered and the Activity tab is selected. The steps are described on the following pages.

DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

Data Collection

Selection Time Activity Equipment Inventory Emp Info History

BLANCHE, AVANELL MAE 590-10-0885 Eff Dt: 09/12/2000 PP EndDt: 09/16/2000 Ver: 0 Adj Type:

Activity Entry

AY	Index	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	No CB
01	00100	00100		1							<input checked="" type="checkbox"/>

Month: September

Activity	Sum Total	03 S	04 M	05 T	06 W	07 Th	08 F	09 S
ACT1	.00	.00	8.00	8.00	8.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00	.00	.00
	.00	.00	.00	.00	.00	.00	.00	.00
Totals: 5	0.00	0.00	8.00	8.00	8.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Unit Entry Detail Entry

Modify Submit 9 Prev Used CB Copy Time 6 Delete 7 Save 8 Close 10

Ready

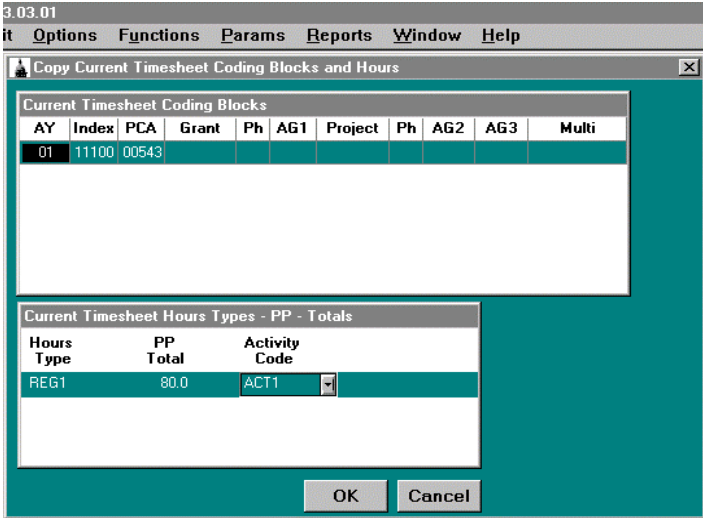
**DCDS Input Procedures - Activity Entry Tab**

Follow the steps below to enter or update activity information on the Activity Entry window.

Step	Field Name	Action
1	Coding Block Fields	Enter or select the appropriate coding block elements to be reported for activity.  <b>Note:</b> The coding block elements that are displayed on the window will vary for each agency. The No CB field will be checked when the window is first displayed. This indicates that no coding block will be reported. If activity is associated with a coding block, the No CB field will automatically be unchecked when the AY field is entered.
2	Activity*	Select or enter the activity from the dropdown list for which data is being collected. Only valid activity codes display in the dropdown list.  <b>Note:</b> New agency activity codes must be established so they can display in the dropdown list. The codes are established under <u>P</u> arams, <u>F</u> inancial Data, Agency Activity from the menu bar by an authorized user.
<b>Summary Entry</b>		
3	Sum Total	Enter the total of hours or other unit of measure for the pay period. If summary totals are entered, daily data cannot be entered.
<b>Daily Entry</b>		
4	Days of the week	Enter the total hours or other unit of measure for each day of the week. The month and dates of the pay period selected are displayed above the days of the week fields.
5	Totals	Sum of total activity count for a particular day or pay period will display. This field is summarized only if the unit of measure is hours.

*\*indicates a required field that must be entered*

**DCDS Input Procedures - Activity Entry Tab**

Step	Field Name	Action
6	Copy Time Button	<p>To copy coding blocks and/or hours from timesheet to Activity, click on the Copy Time button. The following window is displayed:</p>  <p>Select the coding block and/or Activity Code and click OK. The selected data will be copied to the Activity window. Click on the Save button.</p>
7	Delete Button	To delete any activity entered, highlight and click the Delete button.
8	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information entered.
9	Submit Button	<p>If information is complete, click on the Submit button located at the bottom of the window (or press Alt + M) <b>or</b> do one of the following:</p> <ul style="list-style-type: none"> <li>■ If entering detail activity information, click on the Detail Entry tab (follow the steps on the next page).</li> <li>■ If reporting or displaying additional time and attendance data, click on the appropriate tab(s).</li> </ul>
10	Close Button	Click on the Close button to exit window.

*\*indicates a required field that must be entered*

**Detail Entry Bottom Tab**

The following window is displayed when the information has been entered on the Unit Entry bottom tab and the Detail Entry bottom tab is selected. The cursor must be placed in the day of the week field on the Activity Entry window for which the detail activity information is being reported. The steps are described on the following page.

DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

Data Collection

Selection Time Activity Equipment Inventory Emp Info History

AMANUEL, VIBHA K 430-50-1147 Eff Dt: 09/13/1992 PP EndDt: 08/04/2001 Ver: 0 Adj Type:

Activity Details - 07/23/2001

Location	Sub Location	Recipient Of Activity	Work Request Number	Equipment Number
1 I-496	2 Waverly	3	4	5
Commodity Id	Comm Quantity	Comments		
6 TEST1	7 3.00	8		

Location	Sub Location	Recipient Of Activity	Work Request Number	Equipment Number
Commodity Id	Comm Quantity	Comments		
	.00			

Unit Entry Detail Entry

11 Modify 12 Submit 9 Prev Used CE 10 Copy Time 11 Delete 10 Save 12 Close

Ready

**Detail Entry Bottom Tab**

Follow the steps below to enter or update information in the Activity Details window.

Step	Field Name	Action
1	Location	Enter the location where the action was performed.  <b>Note:</b> The cursor must be placed in the day of the week field for which the detail activity information is being reported.
2	Sub-Location	Enter the Sub-location of where the action was performed. The sub-location is a breakdown at a lower level than location.
3	Recipient of Activity	Enter who or what received the action being recorded as an activity.
4	Work Request Number	Enter Work Request Number assigned.
5	Equipment Number	Enter Equipment Number associated with the activity being reported.
6	Commodity Id	Enter the Commodity Identifier associated with the activity being reported.
7	Comm Quantity	Enter the amount of the commodity used.
8	Comments	Enter any comments specific for that activity.
9	Delete	To delete any detail entered, highlight and click the Delete button.
10	Save button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all information entered.
11	Submit button	If time information is complete, click on the Submit button located at the bottom of the window (or press Alt + M). To report or display additional time and attendance data, click on the appropriate tab(s).
12	Close button	Click on the Close button to exit window.